



APPLICATION FOR RECORDS RETENTION SCHEDULE

50313-01

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Natural Resources Adjudicatory Hearing Office 270 Washington St., SW, Rm. 815 Atlanta, Georgia 30334	Application Number	85-75
Application Number		Date Received MAR 13 1985	Date Completed OCT 31 1985
2. Person to Contact Jean Speegle		Working Title Adjudicatory Hearing Clerk	Telephone Number 656-3508
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest _____ Latest _____ to date		5. Records Series Title (followed by title used in office, if different) Personnel Adverse Action Review Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? Administrative Law Judge of the Board of Natural Resources. ALJ serves as the agency response official for merited employees who desire review of a proposed adverse employment action by the Commissioner of Natural Resources or the Director of the Environmental Protection Division.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Hearings and personnel investigations by ALJ. Included are: Related Correspondence and Exhibits. File is arranged: Chronologically			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____? Very seldom after final determination made.			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Op. Att'y Gen. 81-71
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
NA	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? DNR Office of Personnel Services
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 10 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

The decision in a hearing may have precedential or historical value in a subsequent hearing.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 1 _____ year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 9 _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>J. Leonard Leblond</i>	3/5/85	<i>Pat Harrison</i>	3-5-85
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		<i>W. S. J. J. J.</i>	9-6-85
		<i>Edward Weedon</i>	9/3/85
		<i>Henry Stanger</i>	10/10/85